

**Attention to All Consultants:**

Please forward the following email to your project managers.

In our continuing effort to streamline the consultant procurement and contract management processes, we have implemented web-based rating forms for consultant selection and performance evaluation. These forms are accessible via the latest modules released for the Consultant Management Information System (CMIS). The Office of Consultant Design and Program Delivery will begin using these modules in the next few weeks. To facilitate a smooth transition to the web-based features of CMIS, most of our GDOT project managers attended a two-hour overview session on October 22, 2007 at the General Office and also on October 23, 2007 at our Macon Area Office.

Now it is your turn as consultants to review the system. During the session, we will highlight and explain the main features and steps required by our GDOT Project Managers to complete the consultant performance evaluation and consultant selection rating forms, address any questions you may have about the process/features, and hear your input for future enhancements to the system. Sessions will be held on:

**Wednesday, November 7, 2007, 9:00 a.m. to 10:20 a.m. in Room 401, at the DOT General Office in Atlanta(No. 2 Capitol Square, Atlanta, Ga. 30334)**

The policies we have adopted to ensure compliance with the Qualifications Based Selection (QBS) process require that consultants who are responsive to our project advertisements are rated according to criteria specified in each RFQ/RFP. In addition, performance evaluations are a critical contributor to the selection process and these must be completed for consultants by August 1<sup>st</sup> each year. In 2006, GDOT rolled out the Contract Management module of the Consultant Management Information System (CMIS). The capability to manage consultant contracts electronically has proven to be very valuable and has resulted in a higher level of efficiency and accountability. As we forge ahead to build a partnership with our consultants, I encourage you all to attend.

I look forward to seeing you on November 7<sup>th</sup>.

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